



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
WASHINGTON, DC 20361-0001

IN REPLY REFER TO  
NAVAIRINST 5216.1G  
AIR-7123  
19 May 89

NAVAIR INSTRUCTION 5216.1G

From: Commander, Naval Air Systems Command

Subj: SIGNATURE AUTHORITY FOR CORRESPONDENCE, DIRECTIVES, AND MESSAGES

Ref: (a) NAVAIRINST 5216.8B  
(b) NAVAIRINST 5215.5F  
(c) NAVAIRINST 2300.4A  
(d) NAVAIRINST 4200.7B  
(e) OPNAVINST 5216.8C

Encl: (1) Delegation of Signature Authority and Releasing Guidance

1. Purpose. To

a. delegate signature authority for Naval Air Systems Command Headquarters (NAVAIRHQ) correspondence, directives (instructions/notices), and release of messages;

b. authorize redelegation of signature authority; and

c. provide procedures for requesting and granting signature authority.

2. Cancellation. This instruction supersedes NAVAIR Instruction 5216.1P of 14 April 1984. Since this is a major revision, changes have not been indicated.

3. Background. References (a), (b), and (c) provide procedures and formats for NAVAIRHQ correspondence, directives, and messages. Reference (d) contains procedures to be followed with respect to correspondence and oral communications with contractors. All such correspondence will be signed only by a contracting officer or his/her duly authorized representative since the Government may be legally bound by the signature of an unauthorized individual. Reference (e) provides a listing of types of correspondence that require Secretary of the Navy (SECNAV) or Chief of Naval Operations (CNO) signature.

4. Information. The efficiency and reputation of the Naval Air Systems Command (NAVAIR) to a considerable extent will be determined by the quality of its correspondence. All individuals having signature authority will be governed accordingly.



a. Limitations on authority to sign and levels to which NAVAIRHQ correspondence, directives, and messages must be submitted for signature are contained in enclosure (1). Correspondence, directives, and messages will be forwarded through the chain of command when there is doubt concerning authority.

b. The standards to be followed for the various forms of signature are illustrated in enclosure (1).

5. Definitions. For purposes of this instruction:

a. The term "correspondence" includes letters and memoranda.

b. The term "command special assistants" includes those staff assistants who report directly to, but are not in the immediate office of the Commander (AIR-00), Vice Commander (AIR-09), or Deputy Commander (AIR-07) (for example: Counsel (AIR-00C); Director, Small Business Office (AIR-00E); Inspector General (AIR-09G); Staff Judge Advocate (AIR-09J); Director, Congressional and Public Affairs Office (AIR-07D); Director, Executive Secretariat (AIR-07E); Director, Research and Technology Directorate (AIR-93), and Director, Corporate Management Directorate (AIR-71)).

c. The term "executive level assistants" includes all the deputies to those officials who can sign by name and title (for example: executive directors, deputy directors, deputy comptroller, executive director for).

d. The term "command assistants" includes those organization heads created at the subgroup level (for example: systems acquisition directorate, deputy assistant commander for).

e. The term "forces afloat" includes the mobile units of the operating forces. The following types of commands and activities are considered as forces afloat. The list is not all-inclusive but is indicative of the types of commands and activities requiring forces afloat signing authority. Such authority is required whether forces afloat are indicated as action addressees or as information addressees.

Fleet commanders in chief (CINCPACFLT, etc.)	
Fleet commanders (COM	
Carrier groups (COMCARGRU	
Destroyer squadrons (COMDESRON	
Amphibious groups (COMPHIBGRU	
Mine divisions (COMINEDIV	
Mine squadron (COMINERON)	
Submarine groups (COMSUBGRU	
Fighter squadrons (FITRON	
Attack squadrons (ATKRON	
Patrol squadron detachments (PATRON DET	
Air antisubmarine squadrons (AIRANTISUBRON	
Commander task groups (CTG	

f. The term "shore-based activities" includes all the naval activities based ashore, including force commanders (for example: Commander U.S. Naval

Forces, Japan, etc.), type commanders (Commander Naval Air Force, U.S. Pacific Fleet and Commander Naval Air Force, U.S. Atlantic Fleet), and overseas bases.

6. Action

a. The NAVAIR Acquisition Executive and Deputy Commander for Operations (for the offices of AIR-01 and personnel under the designated program managers); assistant commanders; Comptroller (AIR-08); Director, Research and Technology Directorate (AIR-93); and Director, Corporate Management Directorate (for the offices of AIR-71 and the Commander, Vice Commander, and Deputy Commander of NAVAIRHQ) will:

(1) Review signing authority within their respective groups annually in May and issue a current alphabetical list of personnel authorized to sign NAVAIRHQ correspondence for the commander. The list will include the name, code, and manner of signature (name and title or by direction) of the person authorized to sign, and will indicate if the person has authority to sign both correspondence and messages.

(2) Distribute copies of the list within the group and staff offices to advise personnel that those persons listed, and no others, have authority to sign for the commander within the limits in enclosure (1). A copy of the list will be furnished to the Administrative Management and Communications Branch (AIR-7123).

(3) Maintain a central authorization file for the group and staff offices.

b. AIR-7123 will maintain a NAVAIRHQ approved signature authorization list and coordinate annual updates.

7. Name Stamps. Requests for rubber name stamps for officials with signature authority will be submitted by memorandum to the Property Management and Support Section (AIR-71222) via AIR-7123. Name stamps will be in the formats prescribed in enclosure (1).



J. B. WILKINSON

Distribution: FKA1A (established quantity)

SNDL: FKA1A (Deputy Commander, NAVAIR Acquisition Executive and Deputy Commander for Operations, Assistant Commanders, Comptroller, Command Special Assistants, Program Directors, Designated Program Managers, Directorate Directors, and Office and Division Directors)

Copy to: (2 copies each unless otherwise indicated)

SNDL: C84B (Morgantown (1 copy)); FKA1A (AIR-07D A/L (1 copy), AIR-7123 (5 copies), AIR-71232 (10 copies), AIR-71233B (40 copies)

Stocked: NAVAIRHQ (AIR-71233B)

DELEGATION OF SIGNATURE AUTHORITY  
AND GUIDANCE

1. Signature by the Commander (AIR-00)

a. Reserved for Signature by AIR-00. The following correspondence and messages may be signed only by AIR-00:

- (1) Legally requires the commander's signature.
- (2) Having an important bearing on the fiscal position of the command.
- (3) Proposes or recommends a change to the mission of any shore activity under the primary support responsibility of NAVAIR.
- (4) Negative replies or criticisms of actions or recommendations of CNO (or higher authority); heads of bureaus, offices and commands; Force and Type Commanders; or nongovernmental personnel, associations, companies, or corporations.

b. Reserved for Signature by AIR-00 or in his absence AIR-09 or AIR-07.

- (1) Correspondence addressed to secretaries, under secretaries, and assistant secretaries of other executive departments on matters which policy has been established.
- (2) Correspondence on nonroutine matters addressed to SECNAV, his civilian assistants, or the Under Secretary of the Navy (UNSECNAV).
- (3) Correspondence on routine matters addressed to SECNAV, or UNSECNAV. (Routine matters fall within the normal functions and conform to approved command plans, policies, and procedures.)
- (4) Correspondence on designated program matters addressed to CNO and Vice Chief of Naval Operations (VCNO).

c. Format for Signature by the Commander. Only AIR-00 may sign by name alone, since his title appears in the "From" block of standard naval letters; business-style letters will include his name, rank, and title. Officials designated to serve as "Acting Commander" sign with name only and add the word "Acting" on the next line. When an acting commander signs a letter that replies to cabinet or congressional correspondence addressed by name to the commander, the letter should contain an explanation of necessity therefor (for example, "Since Vice Admiral X is temporarily absent from the Naval Air

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Systems Command, I am replying to your letter..."). One of the following forms of signature element is used as appropriate:

NAVAL LETTERS

J. B. DOE

C. A. SMITH  
Acting

BUSINESS-STYLE LETTERS

J. B. DOE  
Vice Admiral, U.S. Navy  
Commander

C. A. SMITH  
Rear Admiral, U.S. Navy  
Commander  
Acting

2. Reserved for Signing by AIR-00, AIR-09, or AIR-07

a. The following correspondence and messages may be signed only by AIR-00, AIR-09, or AIR-07:

(1) Addressed to higher authority that involve changes to the command's mission.

(2) That establish or affect command policy or cover controversial subjects.

(3) Transmittals forwarded for signing by SECNAV, UNSECNAV, Assistant Secretary of the Navy (ASSTSECNAV), CNO, VCNO, or Commandant of the Marine Corps.

(4) Rejections of requests or recommendations from officers of senior rank.

(5) Concerns personnel of senior rank in matters of importance to them such as retirement, selection, and duty.

(6) Recommends the permanent transfer of military personnel of the rank of captain or above or division directors or above. (The Head, Military Manpower Plans and Program Branch (AIR-7114) normally signs all other recommendations for transfer.)

b. Format for signature by AIR-09 or AIR-07 as appropriate:

NAVAL LETTERS

D. A. JONES  
Vice Commander

C. W. RODGERS  
Vice Commander  
Acting

BUSINESS STYLE LETTERS

D. A. Jones  
Rear Admiral, U.S. Navy  
Vice Commander

C. W. Rodgers  
Rear Admiral, U.S. Navy  
Vice Commander  
Acting

3. Assistant commanders or equivalent are authorized to sign correspondence on routine matters addressed to civilian assistants to SECNAV.
4. Program managers and other designated program support officials are authorized to sign correspondence on designated program matters addressed to offices of the CNO.
5. Delegation

a. Correspondence and Message Signing Authority. Signature authority for correspondence and release of messages by "name and title" is delegated by AIR-OO to the officials listed below. The replacement of an individual in any of these positions will be reported per paragraph 12a of this enclosure. Officials in positions marked by an asterisk are authorized to redelegate signature authority following the terms in paragraph 12b of this enclosure. During periods of MINIMIZE, message releasing authority will be restricted to officials authorized to release messages to forces afloat.

<u>Official</u>	<u>Correspondence</u>		<u>Messages</u>	
	<u>By Name and Title</u>	<u>By Direction</u>	<u>Ashore</u>	<u>Afloat</u>
Vice Commander*	X		X	X
Deputy Commander*	X		X	X
NAVAIR Acquisition	X		X	X
Executive and Deputy Commander for Operations*				
Assistant commanders*	X		X	X
Comptroller*	X		X	X
Program directors	X		X	X
Command assistants	X		X	X
Command special assistants	X		X	X
Designated program managers (only on program matters)	X		X	X
Executive level assistants	X			
Deputy program managers, office and division directors		X		
Contracting officers (only on correspondence, "From: Contracting Officer")	X			
Duty and watch officers (subject to restrictions of paragraph 13 of this enclosure.)	X		X	X

b. Acting Capacity. When an individual temporarily succeeds to a position where authority is delegated to sign by name and title, or if he/she signs in an "Acting" capacity in the absence of such an individual, the word "Acting" is typed below his/her title.

c. Format for Name and Title. Signature blocks on naval letters will include the signer's name and title; business-style letters will include name, rank (if any) and title. Those acting for such officials will use name, title, and the word "Acting" typed below his/her title.

NAVAL LETTERS

A. C. BROWN  
Inspector General

BUSINESS-STYLE LETTERS

A. C. BROWN  
Captain, U.S. Navy  
Inspector General

NAVAL LETTERS

P. D. JACKSON  
Inspector General  
Acting

BUSINESS-STYLE LETTERS

P. D. JACKSON  
Captain, U.S. Navy  
Inspector General  
Acting

d. Delegation for Directives. The Commander, Vice Commander, or Deputy Commander will sign directives (instructions and notices) that establish, change, define, or paraphrase overall NAVAIR policy or assign responsibility or action outside the originating group, with one exception; directives addressed to "All Ships and Stations" is limited to the Commander. NAVAIR Acquisition Executive and Deputy Commander for Operations; assistant commanders; Comptroller; program directors, air; and command special assistants may sign directives relating to assigned tasks or areas of responsibility contained in NAVAIR Instruction 5400.1B, Naval Air Systems Command Headquarters Organizational Manual, and is limited to providing information, guidance, or procedures on assigned plans and programs. Change transmittals containing minor changes to directives may be signed "By direction". Major changes must be signed at the same level as the basic directive. NAVAIR notices, except all ships and stations, taking routine actions on programs previously established by a NAVAIR instruction may be signed "By direction" as shown in paragraph 6 below. Instructions are signed by name and title, for example:

W. J. BROWN  
Vice Commander

A. A. JONES  
Assistant Commander  
for Systems and Engineering

6. Authority to Redelegate

a. Redelegation of "By direction". Redelegation authority to positions other than those listed in paragraph 5a of this enclosure is to be limited to ensure that authority is extended only as required to meet NAVAIR's legitimate needs. Officials signing "By direction" are not authorized to sign instructions or to release messages to forces afloat.

b. Format for "By direction". The term "By direction" does not appear on messages. Signature blocks on naval letters will include the term "By

direction" beneath the signatures and names. Business-style letters will include the authority line "By direction of the Commander". For example:

NAVAL LETTERS

A. B. SEA  
By direction

BUSINESS-STYLE LETTERS

A. B. SEA  
Commander, U. S. Navy  
Head, Weapons Support Branch  
By direction of the Commander

7. Reserved for Signature by Designated Officials or Alternates. The types of correspondence listed below may be signed only by designated officials or alternates. NAVAIRHQ personnel serving on boards, committees, and panels are only authorized to sign correspondence pertaining thereto in their capacity as committee representative. Where command policy or position is involved, normal signature authority guidelines must be followed.

CATEGORY

SIGNING OFFICIAL

Congressional and Legislative

AIR-00/09/07/07D

Contracts and all other papers  
that incur, amend, or terminate  
contractual obligations

Contracting Officer (or  
designated agents)

Correspondence involving Freedom  
of Information Act (FOIA) that deny or  
grant request for records otherwise  
exempt under FOIA.

AIR-09J

Correspondence of a legal nature and  
correspondence pertaining to patents  
inventions, trademarks, copyrights,  
royalty payments, and similar matters

AIR-00C (or designated agents)

Financial

AIR-08 (or designated agents)

Security

Operations Division (AIR-712)

Allocation of civilian personnel  
ceiling for individual NAVAIR shore  
activities

AIR-71

8. Level of Release. Signature authority permits the signing of only correspondence that relate to the completion of assigned functions described in NAVAIR Instruction 5400.1B. Refer communications that involve more than one functional area of responsibility or other releasing considerations to higher echelons. If a reply is negative (or if there is doubt whether a reply is negative) it should be signed at the Deputy Commander level. "Negative" replies include outright denials, replies that indicate inability or unwillingness to comply and requests for waiver or exceptions from required action. After working hours, messages (including those to forces afloat) may



be released by the NAVAIR Watch Officer subject to restrictions of paragraph 13 of this enclosure if the message cannot be delayed until the next working day. Correspondence should be signed by the lowest practicable echelon. The level will be based on good judgment and guidelines provided in this enclosure.

9. Memoranda. Sign memoranda with name only, since the signer's office code or name and title appear in the "From" block. If warranted, forward through established channels for signature at higher levels. Memoranda may be signed "By direction" of the official shown in the "From" block. Officials may use the "From-To" memorandum on letterhead paper to correspond with other Department of the Navy officials, but it is informal, does not speak for or on behalf of the commander, does not supplant official correspondence, and cannot be directive in nature.

10. Other Signature Authority. Signature authority for specific functions such as time and attendance, overtime, travel, and awards is explained in directives covering those subjects. This instruction does NOT supersede those requirements.

11. Termination and Limitation. Signature authority may be terminated at any time by the granting official and is automatically canceled when an individual is detached from NAVAIRHQ or transfers to another position. Divisions and offices will ensure that the authorizing official is notified of the detachment or reassignment of officials authorized to sign and of officials for whom authority is no longer required. The latter will be informed in writing, if his or her signing authority is terminated.

12. Preparation and Submission of Signing Authority Memoranda

a. Established Signing Authority. When an official listed in paragraph 5a of this enclosure is replaced, the cognizant office will advise the authorizing official by memorandum of the replacement. A copy of the memorandum will be furnished to AIR-7123.

b. Other Signing Authority

(1) Office and division directors will prepare requests, in memorandum form, in triplicate. The memorandum will include the name and title of the nominated individual, his or her organizational code, and a statement of justification for the request. When authority to sign messages is requested, the justification will also include an estimate of the number of messages likely to be signed monthly by the nominated individual. The memorandum will be forwarded to the cognizant authorizing official.

(2) Authorizing officials will:

(a) Review the number of signing personnel within the group before granting additional signing authority for messages to ensure a more effective distribution of signing authority. Normally, signing authority for messages will be restricted to office and division directors, assistant directors, and branch heads having sufficient outgoing message traffic.

(b) Forward a copy of the memorandum, indicating approval or disapproval, to the requesting office, the individual for whom authority was requested, and AIR-7123.

(c) Retain the original of the memorandum until authority is terminated.

(3) AIR-7123 will maintain the command authorization file.

13. Restrictions on Signing Authority of Duty and Watch Officers

a. Duty and watch officers are authorized to sign correspondence of all classifications during nonworking hours to forces afloat and shore-based activities, subject to certain restrictions. When present, the Command Duty Officer will release messages addressed to forces afloat, subject to the same restrictions. The restrictions imposed on the duty and watch officers are as follows:

(1) Duty and watch officers will not release messages relating to the award or termination of contracts.

(2) Messages of the types listed below will be released by the Commander, Vice Commander, Deputy Commander, NAVAIR Acquisition Executive and Deputy Commander for Operations, cognizant assistant commander, or Comptroller, if present. In the absence of the appropriate official, the duty or watch officer will obtain clearance from the official by telephone if the message is unclassified, or by personal visit if the message is classified.

(a) Matters of plans or policy.

(b) Statements of command requirements.

(c) Messages that require or request commitment of appreciable fleet effort.

(d) Messages to senior commands, ashore or afloat, on matters of other than routine nature.

(e) Matters of controversy or criticism.

(f) Messages that commit the command to appreciable expenditures of manpower, money, or material.

(g) Messages that deny a request.

(h) Messages having a precedence of FLASH or IMMEDIATE. (Released by only the Commander, Vice Commander, Deputy Commander, or NAVAIR Acquisition Executive Deputy Commander for Operations during normal working hours.)

(3) Message signing authority in other than minor routine matters is primarily a mechanical operation and must not preempt the discretion of the individual who would normally release the message during NAVAIRHQ working hours.

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b. AIR-07E will submit a copy of the NAVAIRHQ watch bill to the Watch Officer, Naval Telecommunications Center, Crystal Plaza prior to the effective date of the watch list.

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